

Valles Caldera Trust

Job Title: Custodian

Agency: Valles Caldera Trust

Job Announcement Number: 15-VCT-04

THIS POSITION WILL NOT BE POSTED ON USAJOBS

SALARY RANGE: \$8.29 Per Hour

OPEN PERIOD: Wed, Apr 15, 2015 – Wed, Apr 29, 2015

SERIES & GRADE: WG-3566-01

POSTION INFORMATION: Full Time – Temporary (NTE 9/30/15)

DUTY LOCATION: 1 vacancy in Jemez Springs, NM

WHO MAY APPLY: United States citizens and nationals

JOB SUMMARY:

The Valles Caldera Trust (VCT) is a wholly owned government corporation subject to the Government Corporation Control Act. The Trust was created by the Valles Caldera Preservation Act of 2000 to preserve and protect the historic Baca Ranch in the Jemez Mountains in north-central New Mexico. The groundbreaking legislation that provided for the federal purchase of this 89,000-acre ranch nestled inside a volcanic caldera also created a unique experiment in public land management. The agency, i.e., the Trust, operates a working ranch, as well as a variety of other agricultural, educational, recreational, and scientific operations in a dynamic developing enterprise.

This position is located in the Valles Caldera Trust where the incumbent performs custodial work in the Administrative Offices and the lodging facilities at the Valles Caldera National Preserve.

Contact Information Regarding Duties of the Position: Dave Davis, Recreation Planner, at 505-428-7732.

KEY REQUIREMENTS

- U.S. Citizenship

DUTIES:

Incumbent performs a variety of cleaning tasks which require light physical effort, and involve the use of hand or lightweight powered cleaning equipment. Specific instructions are provided on what to clean and the methods to use.

Clean offices, storerooms, corridors, stairways, dormitories, and other lodging facilities. Sweeps, dry mops, and scrubs floors, using brooms, mops, lightweight vacuum cleaners, and lightweight floor scrubbers. Dusts, waxes, and polishes furniture and empty's wastebaskets. Disinfects door knobs, light switches, phones, and

other metal fixtures. Washes walls, windows, and blinds that can be reached without climbing ladders or scaffolds. Changes and washes linens, and makes beds in lodging facilities.

Keep restrooms in clean, orderly, and sanitary condition. Sweeps and scrubs floors. Cleans, disinfects, and deodorizes lavatories, urinals, and toilet bowls. Clean mirrors, sinks, and water fountains. Dusts ledges and woodwork. Replaces deodorizers, toilet tissue, hand towels, and soap. Notes condition of restroom and reports to supervisors broken windows, water leaks, clogged drains, and other conditions requiring maintenance.

Keeps a stock of cleaning materials and equipment needed to do the work. Tell supervisors when materials are needed or when equipment is in need of repair or replacement.

QUALIFICATIONS REQUIRED:

For this position, the job element method is used to match what you (the applicant) can do against what the work calls for. Your knowledge, skills and abilities will be compared to the knowledge, skills and abilities (called job elements/technical questions) needed for success. Your qualifications will first be evaluated against the prescribed screen out element. A specific length of training and experience is not required, but you must show evidence of training or experience of sufficient scope and quality of your ability to do the work of this position which must be supported by detailed descriptions of your experience on your resume. Those applicants who appear to meet the screen out element are considered for further rating; those who do not are rated ineligible and are eliminated from consideration. The potential eligibles are then rated against the remainder of the technical qualifications (knowledge, skills, and abilities).

SCREEN OUT ELEMENT(S):

Ability to do the work of the position without more than normal supervision.

Technical Qualifications:

1. **Ability to use and maintain tools and equipment.**
2. Ability to interpret instructions, specifications, etc. (other than blueprints).
3. Ability to operate with dexterity and safety.
4. Ability to follow appropriate work practices.

BENEFITS:

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer.

You will earn annual vacation leave. Receiving Service Credit for Earning Annual (Vacation) Leave: Federal Employees earn annual leave at a rate (4, 6 or 8 hours per pay period) which is based on the number of years they have served as a Federal employee.

You will earn sick leave.

You will be paid for federal holidays.

Tour of Duty (TOD) will be Monday – Friday (8:00-12:00 & 12:30-4:30).

OTHER INFORMATION:

This position is in the Excepted Service. This position is being filled by an alternative hiring process and is not in the competitive civil service.

Applicants who wish to be notified as to the status of their application will need to provide an e-mail address as part of their application.

A background investigation will be required for this position. Continued employment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

Recommended: SF-181 Race and National Origin http://www.opm.gov/forms/pdf_fill/sf181.pdf

Government housing is not available.

HOW TO APPLY:

Your application package must be submitted via hard copy mail and must be post marked by the closing date of this announcement, April 29, 2015. Applications submitted via e-mail will not be accepted. Hand delivered application packages will also be accepted if they are received by 4:30 pm on closing date of announcement.

A specific application form is not required.

Submit Your Application Package To:

Valles Caldera Trust
Attention: 15-VCT-04
090 Villa Louis Martin
PO Box 359
Jemez Springs, NM 87025

REQUIRED DOCUMENTS:

To apply for this position, you must provide a complete application package which includes:

1. Your Résumé/Application
2. At least 3 professional references (Name, title, and contact information)

Your resume, curriculum vitae, the Optional Application for Federal Employment (OF 612), or any other written format you choose to describe your job-related qualifications can be submitted via mail or hand-delivered. Please be sure to include all of the following information in your resume as applicable:

Job Information:

1. Required resume/application information:
 - Job Announcement Number
 - Title of position you are applying for.
 - Full name, mailing address (with zip code) and day/evening telephone numbers (with area code). An e-mail address, if you wish to be notified as to the status of your application.

- Country of Citizenship.

2. Education:

- Colleges and/or Universities attended, city, state and zip code.
 - Major field(s) of study; Type and year of degree(s) received. If no degree received, show total credit hours received in semester or quarter hours. Transcripts are not required in the application unless your qualification for the position depends on education level.

3. Required work experience information:

- Job titles, grade (if applicable), duties, and accomplishments of past work experience, both paid and non-paid (indicate which).
- Specific dates and hours of employment, both paid and non-paid related to the position for which you are applying (do not provide copies of job descriptions). Indicate full-time or part-time work schedules.
- Employer's name and addresses
- Supervisor's name and phone number. Indicate if your current supervisor may be contacted.
- If ever employed by the Federal Government, provide the highest Federal civilian grade held and job series.

4. Other Qualifications:

- Job-related training courses (title and year).
- Job-related skills (e.g., other languages, computer software/hardware, tools, machinery, etc.)
- Job-related certificates and licenses (type and year).
- Job-related honors, awards, and special accomplishments. (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.). Do not send copies of documents.

AGENCY CONTACT INFO:

Lenda Folks, Personnel Assistant
Phone: 505-465-8056

WHAT TO EXPECT NEXT:

We expect to make a selection within 45 days of the closing date of this announcement.

EEO POLICY STATEMENT:

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

REASONABLE ACCOMMODATION:

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made

on a case-by-case basis.

VETERANS INFORMATION:

Veterans who served on active duty in the U.S. Armed Forces and were separated under honorable conditions may be eligible for veterans' preference. Veterans' preference does not apply to positions in the Senior Executive Service or to internal agency actions such as a reassignment or promotion. When claiming preference, veterans must provide a copy of their DD-214, Certificate of Release or Discharge from Activity Duty, or other acceptable documentation. Applicants claiming 10 point preference will need to submit Form SF-15, Application for 10-point Veterans' Preference. If you have questions about the applicability of veterans' preference, special veteran appointing authorities, and other veteran related topics, please visit <http://www.fedshirevets.gov>.

LEGAL AND REGULATORY GUIDANCE:

Social Security Number - Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you. Your Social Security Number will be required at time of hire.

Privacy Act - Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

False Statements - If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

Selective Service - If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.